# User Classes for Syllabus Checker System

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| User Class | Frequency of Use | Subset of Functions | Technical Expertise | Security/Privilege Levels | Educational Level & Experience | Pertinent Characteristics | Priority Level |  |
| Faculty (Authors) | Frequent | Submit syllabi, respond to revisions, track progress | Basic | Standard user privileges | Varies; typically bachelor’s or master’s; experience varies, some may need training | Responsible for creating and submitting syllabi; relies on the system for tracking status and feedback. | High Priority |  |
| Senior Faculty | Moderate | Review syllabi, provide feedback, approve/revise | Moderate | Higher privileges than standard users | Typically holds higher academic positions; experienced in syllabus content review | Gatekeepers in the review process, ensuring syllabi meet academic standards before forwarding. | High Priority |  |
| Program Chairperson | Occasional | Review syllabi, provide feedback, approve/revise | Moderate | High; can review submissions | Typically a department head; highly experienced in curriculum oversight | Ensures syllabi meet departmental goals and academic requirements before forwarding to CITL. | Medium Priority |  |
| CITL Staff | Occasional | Review syllabi, ensure adherence to standards, approve/revise | Moderate | High; can review all submissions | High; experts in curriculum design; experienced in academic policy | Focus on ensuring syllabi meet educational standards and promote innovative teaching practices. | Medium Priority |  |
| OVP | Rare | Final review, approve/revise, notify readiness for printing | Moderate | Highest; final approval authority | Very high; typically senior administrators; extensive experience in academic leadership | Provides final sign-off, ensuring that syllabi align with institutional goals and policies. | Lower Priority |  |
| System Administrator | As needed | Manage user accounts, maintain performance, troubleshoot | High | Full access; manage configurations | IT or systems-related background; experienced in system management | Ensures system runs smoothly and all user accounts have appropriate permissions and access levels. | Essential but Limited |  |